

ROMEVILLE CHRISTIAN ACADEMY



PARENT-STUDENT HANDBOOK 2013-2014

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Romeoville Christian Academy

Established 1972



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TABLE OF CONTENTS

FREQUENTLY ASKED QUESTIONS 1

MISSION STATEMENT	1
HISTORY.....	1
ASSOCIATIONS.....	1
NON-DISCRIMINATORY POLICY.....	1
STATEMENT OF FAITH	2
ENROLLMENT PROCEDURES	2
SCHOOL HOURS.....	3
DRESS CODE (DAILY).....	3
<i>Pre-Kindergarten</i>	3
<i>K5-12</i>	3
SCHOOL CALENDAR	4
TUITION AND FEES	4
STUDENT SUPERVISION	4
<i>Before school 7:00 - 8:15</i>	4
<i>After school 3:00-5:30</i>	4
<i>Lunch program</i>	4
GRADING SCALE.....	4
EXTRACURRICULAR OPPORTUNITIES.....	5
EMERGENCY SCHOOL CLOSINGS.....	5
STUDENT DISCIPLINE.....	5

ADMISSION POLICIES 6

ADMISSIONS INFORMATION	6
ENROLLMENT PROCEDURES (NEW STUDENTS).....	6
REGISTRATION PROCEDURES (CURRENT STUDENTS)	7
FINANCIAL INFORMATION	7
<i>Application/Testing Fee</i>	7
<i>Registration Fee</i>	7
<i>Tuition Payments</i>	7
<i>Student Fees</i>	8
<i>Other Fees</i>	8
<i>Scholarships</i>	8
HEALTH POLICIES	8
<i>Health File Requirements</i>	8
<i>Physical Examination Requirements</i>	8
<i>Immunizations</i>	8
<i>Immunization Exemptions</i>	9
<i>Dental Examination</i>	10
<i>Vision Examination</i>	10
<i>Adminstration of Medication Policies</i>	10
<i>Sports Examinations</i>	11
<i>Parent Wisdom</i>	11

ACADEMIC INFORMATION 12

PRESCHOOL	12
KINDERGARTEN.....	12
ELEMENTARY SCHOOL (GRADES 1-5)	12
MIDDLE SCHOOL (GRADES 6-8)	12
HIGH SCHOOL (GRADES 9-12).....	12
<i>Community Service</i>	13
<i>Grade Classification</i>	13
ACADEMIC GRADING SCALE	13
AWARDS	14

COURSE CHANGE.....	14
HOMEWORK PHILOSOPHY	14
REPORT CARDS AND GRADES	14
PROMOTION/RETENTION POLICY	15
<i>Elementary/Middle School Students</i>	15
TEXTBOOKS	15

SCHOOL PROCEDURES 16

SCHOOL ATTENDANCE	16
<i>Absences: Written Notification</i>	16
<i>Effect of Absences on After-school Activities</i>	16
<i>Family Requests to Miss School</i>	16
<i>Early Dismissal</i>	16
<i>Make-up Work</i>	17
EXTENDED CARE.....	17
EMERGENCY SCHOOL CLOSING.....	17
SPIRITUAL ENRICHMENT.....	18
<i>Homeroom</i>	18
<i>Daily Bible Classes</i>	18
<i>Bible Memorization</i>	18
<i>Weekly Chapel</i>	18
DATING RELATIONSHIPS.....	18
HOME-SCHOOL COMMUNICATION	19
<i>Kingsmen Konnection</i>	19
<i>Parent-Student Orientation</i>	19
<i>Parent-Teacher Fellowships</i>	19
<i>Parent-Teacher Conferences</i>	19
LOST AND FOUND.....	19
LUNCH PROGRAM.....	19
PHONE USAGE	20
SCHOOL SAFETY	20
<i>Car Pooling Safety</i>	20
<i>Closed Campus</i>	20
<i>Insurance</i>	20
<i>Loitering</i>	20
<i>Safety Drills</i>	20
<i>Search and Seizures</i>	21
<i>Solicitation</i>	21
<i>Prohibited Articles</i>	21
<i>Visitors</i>	21
ONLINE SAFETY POLICIES	21
STUDENT DRIVING POLICIES	22
STUDENT APPEARANCE AND DRESS.....	22
<i>Physical Education Dress Code (6th-12th grades)</i>	22
<i>Casual Days</i>	22
<i>Programs, Graduation, Plays, etc., Guidelines</i>	23
WITHDRAWING STUDENTS	23

EXTRACURRICULAR ACTIVITIES 24

FINE ARTS.....	24
SPORTS PROGRAM.....	24
ACADEMIC COMPETITION.....	24
BIBLE QUIZ.....	25
FIELD TRIPS	25
STUDENT ACTIVITIES	25

TABLE OF CONTENTS (continued)

SENIOR CLASS ACTIVITIES	25		
<i>Graduation Policies</i>	25	<i>Playground Rules</i>	27
<i>Senior Trip</i>	25	<i>Inappropriate Language/Vulgarity</i>	27
FUNDRAISING	25	<i>Gum, Candy, Food, and Beverage</i>	27
STUDENT CONDUCT	26	<i>Physical Contact</i>	28
DISCIPLINE PHILOSOPHY	26	ELEMENTARY DISCIPLINE SYSTEM	28
STUDENT BEHAVIOR AND PARENTAL RESPONSE	26	SECONDARY DISCIPLINE SYSTEM	28
ORDERLINESS PROCEDURES.....	26	<i>Detention/Suspension/Expulsion System</i>	28
<i>Basic Classroom Rules</i>	26	<i>Procedural Specifics</i>	29
<i>Ball Game Behavior</i>	26	COLLEGE/CAREER INFORMATION	31
<i>Locker and Personal Property</i>	27	COLLEGE/CAREER COUNSELING.....	31
<i>Lunchroom Behavior</i>	27	COLLEGE REPRESENTATIVES	31
<i>Music Policy</i>	27	SELECTIVE SERVICE	31
		WORKING PERMIT	31

Frequently Asked Questions

Welcome

Thank you for considering Romeoville Christian Academy for your family! Our goal is to provide a quality, Bible-based education for students in preschool to grade 12 for families from Romeoville and the surrounding suburbs. The links on this page are designed to give a brief answer to the most common questions asked by new families.

Mission Statement

Romeoville Christian Academy is dedicated to providing an excellent academic and extracurricular program within a Biblical worldview in order to develop a Christ-like, intellectually-equipped, community-focused and well-rounded student.

History

Bible Baptist Church of Romeoville founded the school in 1972. The school's purpose can be summarized in two main goals. The first is to continually encourage students to cultivate a relationship with Jesus Christ, resulting in a life that brings continual glory to Him. The second goal is to maintain a high standard of academics with challenging, valuable classes. We pray that the decisions we make are guided by these desires.

Associations

- A ministry of Bible Baptist Church of Romeoville
- Member of the Illinois Association of Christian Schools (IACS)
- Member of the American Association of Christian Schools (AACCS)
- Recognized by the Illinois Board of Education
- Athletic department is approved by the Illinois High School Association (IHSA)
- Member of the Northern Illinois Christian Athletic Association

Non-Discriminatory Policy

Romeoville Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, hiring of staff, or athletic and other school-administered programs.

Statement of Faith

The Bible was inspired by God and is without error. Its 66 books are the final authority for faith and practice (II Timothy 3:16-17).

God is eternal. There is one God that exists as three equal, distinctive persons: Father, Son, and Holy Spirit (Deut. 6:4; Matthew 28:18-20).

Jesus Christ is the Son of God who was born of a virgin, lived a sinless life, shed His blood on the cross for the sins of mankind, rose from the grave, ascended to Heaven, and will return for His church and then to rule (John 10:30-33; Isaiah 7:14; Matthew 1:23; Luke 1:35; Hebrews 7:26).

God created the physical universe, spirit beings, man, and other forms of life without the process of evolution (Genesis 1-2).

Salvation is God's greatest gift to man. Men are sinners who become justified by faith in Christ's shed blood for our sins as He died on the cross, was buried, and rose after three days. Believers have eternal security in Christ (Romans 5:12; 3:9-23).

Enrollment Procedures

- Schedule a meeting with the school administrator for the parents and student
- Complete and submit the application (include a copy of the student's birth certificate); pay the \$75 application and admissions test fee
- Take admissions test
- Complete and submit needed health/emergency documents, physical exam, and transfer/release of records form
- Await an RCA acceptance letter
- Pay the registration fee (\$125)

Prospective Parent Meetings are held once a month during the Spring and Summer. These are recommended for new and prospective families.

School Hours

School Office

School days 8:00 a.m. - 4:00 p.m.

Summer 9:00 a.m. - 3:00 p.m. (M-Th)

Before-School Supervision 7:00 a.m. - 8:15 a.m.

Preschool-5th 8:30 a.m. - 3:00 p.m.

6th-12th Grades 8:15 a.m. - 3:00 p.m.

After-School Supervision 3:15 p.m. - 5:30 p.m.

Dress Code (daily)

The purpose for having a dress code is to ensure a proper testimony for the individual and the school. Modesty is an important principle, especially for girls.

Pre-Kindergarten

Polo shirts

Pants with elastic waist bands (Knee-length skirts/skorts for the girls are acceptable)

Sweaters can be worn over polo shirts

Casual or gym shoes and socks/tights

K5-12

Shirt

Polo shirt

Sweaters can be worn over polo shirts

Pants/skirts

Non-denim, loose-fitting slacks of khaki, black, or navy color (with a belt if pants have loops)

Girls may also wear skirts or jumpers (black, navy, or khaki) that come to the top of the knee at all times (including slits)

Shoes

Casual dress shoes or tennis shoes

Socks/tights are required in grades K5-5

Hair

Boys' hair must be neat, tapered, above the ears, eyebrows, and collar

Boys must be clean shaven. Sideburns can come to the bottom of the ear

Girls hair must have a traditional hairstyle of one color and kept off the face

School Calendar

[2013-14 School Calendar](http://romeovillechristian.org/index.php/school-calendar) is located online at <http://romeovillechristian.org/index.php/school-calendar>

Tuition and Fees

[2013-14 Tuition and Fees](http://romeovillechristian.org/downloads/enrollment/tuition.pdf) are located online at <http://romeovillechristian.org/downloads/enrollment/tuition.pdf>

Student Supervision

Student safety is a very high priority at RCA. In addition to limiting access to the building and having visitors check-in at the school office, we want all students to be supervised while they are on the school grounds. There is an hourly charge for service that exceeds the normal school hours. Our "E-Pass" provides a discount for frequent users (contact the school office for more information).

Before school 7:00-8:15

Students, arriving as early as 7:00 and before 8:00, must go to the elementary lunchroom where a faculty member will supervise them until school begins.

After school 3:00-5:30

Adult supervision is available until 5:30 PM each school day. Students not picked up by 3:15 must report to the elementary lunchroom to wait for their ride home.

Lunch program

While each child may bring a lunch from home, hot lunches are also available most days. The weekly menu is available on the school website. Vending machines also offer pop, juice, and candy.

Grading Scale

RCA uses the following grading scale in grades 1-12.

93-100	A
84-92	B
75-83	C
66-74	D
<66	F

Extracurricular Opportunities

RCA offers several opportunities for students to develop talents and skills beyond the classroom. Just as Jesus grew physically, academically, socially, and spiritually (Luke 2:52), we desire the same for our students.

Academic competitions	grades 3-12
Athletics	
Boys' basketball	grades 4-12
Boys' soccer	grades 7-12
Girls' basketball	grades 7-12
Girls' volleyball	grades 7-12
Bible quiz	grades 7-12
Fine Arts Competitions	grades 4-12

Emergency School Closings

A severe storm or other emergency may require school to be closed. A decision is usually made by 6:00 a.m. Closings will be broadcast by email, text message, and phone call to parents. Closings are also communicated through the school website and area radio and television stations.

Student Discipline

The goal of student discipline is to help each student see the benefit of making wise decisions. There are times when corrective steps need to be taken.

Elementary issues will be handled by the classroom teacher. More significant events may require being sent to the administrator's office. Middle school and high school students will be given detentions for repeated or more serious offenses. Though rare, students may be suspended or expelled from school.

ADMISSION POLICIES

Admissions Information

Romeoville Christian Academy is a ministry owned and under the direction of Bible Baptist Church and reserves the privilege of setting and maintaining its own standards of conduct, dress, cleanliness, and scholarship. RCA is a place for families who desire a school with a challenging academic program, uplifting spiritual program, an array of extra-curricular activities, and a character-building discipline program. Attendance to our school will be based on administrative interview, academic achievement, behavioral record, a desire of both parents and student to attend RCA, and an agreement and adherence of Biblical principles and school guidelines as laid out in the school handbook and other procedural addendums.

The school maintains the right to refuse admittance to anyone who fails to meet entrance requirements and to suspend or dismiss any student who violates the standards set down in the Statement of Cooperation, Student Handbook, or other rules and regulations as established by the school administration. RCA reserves the privilege of amending, changing, deleting, or adding to the rules, regulations, and policies throughout the year as necessary for maintaining order and for the accomplishing of the goals and objectives of the school. Parents are required to read this handbook annually and sign the Statement of Cooperation in order to be admitted or allowed to remain at RCA.

New students are admitted on a nine-week probationary period. The school reserves the right to place the child in a lower grade or dismiss the student from school if it is deemed necessary. An additional probation period may be set for poor academic performance or behavioral problems. Administrative decisions may be appealed to the RCA Board of Supervisors, whose decision is final.

Enrollment Procedures (new students)

- Schedule a meeting with the school administrator for the parents and student
- Complete the online application; pay the \$75 application and admissions test fee
- Take admissions test
- Submit a copy of the student's birth certificate, health documents, physical exam, and transfer/release of records form
- Await an RCA acceptance letter
- Pay the registration fee (\$125)

Prospective Parent Meetings are held once a month during the Spring and Summer. These are recommended for new and prospective families.

Registration Procedures (current students)

To register for fall classes, parents must read the Parent-Student Handbook and register in ParentsWeb. To do so, log in with your user name and password to at <http://rom-il.client.renweb.com/pw/>. Under “Family Information” click **Enrollment / Reenrollment**. Follow instructions and submit the online form.

Financial Information

Romeoville Christian Academy receives its income from tuition and fees, not from state or federal funds. Therefore, it is important that all tuition and fees be paid when due. Students are not allowed to start the school year if the school bill is not current. Also, if an account is not current during the school year, the student may not be allowed to return to class until the bill has been paid in full. All accounts must be current in order to participate in athletics, graduations, and other special events. There is a late charge for those accounts with overdue balances.

Application/Testing Fee

This \$75.00 fee is charged to all new students for the administration of their placement testing, securing and establishing school records, etc.

Registration Fee

New students. The fee is \$125 per student. This is paid after the child has been accepted to RCA.

Returning students. Payment of \$100 per family by March 15 is pre-payment of tuition for the fall. This payment will result in a \$100 decrease in the first tuition bill of the year.

Tuition Payments

Tuition is due the 1st of each month and can be paid online in ParentsWeb in the Family Information billing section, or a check may be brought to the office. A late charge of \$30.00 will be assessed on all accounts not received by the 15th of the month. If an account falls behind by the end of the month, the child will not be able to attend school until it is paid or a payment schedule is arranged with the School Board. If a situation arises which prohibits payment of an account, it is the responsibility of the parents to notify the school office to request a possible extension to make payment. If tuition, fees, or fines are unpaid at the completion of the school term, report cards or other records will not be issued until the debt is

paid. The participation in graduation ceremonies and any class trips would be in jeopardy if the school bill was not paid in full.

Student Fees

Student fees, due before the school year begins, include costs such as the following: book use fees; field trips; yearbook; IACS membership; student accident insurance; and other student-related fees and expenses.

Other Fees

Unfortunately not all fees can be included in tuition. Other user-fees include extended-care fee, athletic participation fees and PE uniform fee. See school financial sheet.

Scholarships

RCA provides scholarship opportunities through the Kingsmen Scholarship, which is a needs-based scholarship. Scholarships are also given for parents in full-time vocational ministry.

Health Policies

Health File Requirements

- A copy of the birth certificate must be given to the school office at the time of application and all required health records are to be submitted prior to the first day of school.
- State law requires documentation of health physicals and immunization records be given to the school office prior to the beginning of the school year.

Physical Examination Requirements

Illinois law requires that all students entering preschool, Kindergarten, 6th grade or 9th grade, or transferring from out of state, have a physical examination within one calendar year prior to the date of entry. The examination must include a complete immunization record and medical history. Students transferring from another Illinois school must have copies of their current Illinois school health records mailed from their former school.

Immunizations

DTP/DTaP (Diphtheria, Tetanus & Pertussis): 5 doses - a series of three plus two boosters (2 months, 4 months, 6 months, 15-18 months, 4-6 years) The last booster must be given after the fourth birthday. An additional booster (Td) is required ten years after the last booster.

OPV/IPV (Polio): 4 doses – a series of two plus two boosters (2 months, 4 months, 6-18 months, 4-6 years). The last booster must be given after the fourth birthday.

MMR (Measles, Mumps, Rubella): 2 doses (12-15 months, 4-6 years)

Measles – Required unless physician documentation or laboratory evidence verifies that the student has had the disease. The student must have received two doses of live measles vaccine, the first dose after the first birthday and the booster dose at least one month later.

Mumps – Required unless laboratory evidence proves that the child has had the disease. The vaccine must have been given after the first birthday.

Rubella – Required unless laboratory evidence proves that the child has had the disease. The vaccine must have been given after the first birthday.

Hib (Haemophilus influenzae type b): 4 doses (2 months, 4 months, 6 months, 12-15 months) Given according to a variety of schedules, depending on the manufacturer, minimal dose required is one after 15 months of age.

Hepatitis B: 3 doses – a series of two plus one booster (birth, 1-2 months, 6-18 months)

Varicella (Chicken Pox) – The vaccine must have been given after the first birthday or must provide physician documentation or laboratory evidence verifying that the student has had the disease.

Immunization Exemptions

Medical Exemptions

The law allows physicians to write a statement if it is believed that a vaccine would be harmful to the health of a child. These statements must be dated and signed by the medical doctor and renewed annually unless the physician writes that it is a lifelong condition. For children needing medical exemptions, the physician's statement must be submitted to the school by the parent prior to the first day of school.

Exemption for Reasons of Conscience

Immunization exemptions for reasons of conscience, including religious beliefs, are allowable. To claim this exemption from immunizations for reason of conscience, the parent or legal guardian must submit a written request to the Department of State Health Services Immunization Branch to obtain the Affidavit for Exemption from Immunizations for Reasons of Conscience. Affidavit forms are usually processed by DHS and mailed within two weeks from receipt of the

request. Once this form is received by the parent or legal guardian, they must sign and have the form notarized and submit the original form to the school. Copies are void and will not be accepted. A new original copy of this form is required to be resubmitted every two years.

In the event of a disease outbreak, the Illinois Department of Health Services may mandate that students having exemptions from immunizations be kept out of school until the outbreak is over as determined by their department. In the event of one RCA diagnosed case of a communicable disease such as measles or polio, any student who is not protected by immunization shall be immediately excluded from school. This exclusion shall be in effect for 21 days following the last reported case or until the student can show proof of immunity.

Dental Examination

All Illinois children enrolling in Kindergarten, second and sixth grade to have an oral health exam. Each child shall present proof of exam by a dentist prior to May 15th of the school year.

Vision Examination

All Illinois children enrolling in kindergarten and any student enrolling for the first time in an Illinois school must have an eye examination within the previous year before October 15 of the school year.

Administration of Medication Policies

1. Prescription medications are to be brought to school in an original pharmaceutical container, labeled with the student's name, name of medication, dosage, and time of dosage.
2. Prescriptions and non-prescription medicines are to be kept in the school office in a secure place.
3. Prescription medications are to be administered only by authorized personnel, as per instructions on the Medical Form.
4. A record of the administration shall be kept in the school office and a notice is sent home as well.
5. It shall be the responsibility of the student to report to the school office at the designated times medication is to be taken.
6. Prescription refills shall be the responsibility of the parents.
7. In the event of physician ordered changes in a pupil's medication, the administrator shall receive such orders directly from the parents and/or attending physician, and shall note such changes on the Medication Form.

Sports Examinations

The sports exam must have been performed within one year of the start of the specific sport. The student will not be allowed to participate in the sport without the current exam on file with the school office.

Parent Wisdom

If your child has a fever, cold, upset stomach, or any undue physical distress, please keep him or her home. Additionally, if your child has a fever and vomiting, please keep him home for 24 hours after fever is gone. This is as much for your child's protection as it is for the protection of the other children at school.

ACADEMIC INFORMATION

Preschool

The Preschool offers an excellent early childhood learning program teaching children through creative projects in a variety of areas. Students must have turned either three years of age for K3 or four years of age for K4 by September 1 of that year.

Kindergarten

The RCA kindergarten lays a solid foundation for elementary school. The main spiritual objective is imparting a love for God and His Word, and the main educational objective is to teach the children how to read by means of a phonics program. The children will also be taught Bible, music, numbers, science, art, history and computer keyboarding. The student must have turned five years of age by September 1 of that year.

Elementary School (grades 1-5)

The elementary program is designed to teach the basic learning skills in all subject areas. These include: Bible, reading, using phonics, writing, English, history, science, spelling and vocabulary, math, art, music, physical education and computer literacy.

Middle School (grades 6-8)

The course of study for students entering middle school provides for the development of self-confidence and stability in this transitional time along with a continuous building on the foundations taught in previous years in all subject matter. Participation is encouraged in the broadening array of activities provided for them at this level. The goal of this level is to prepare students for the demands of high school.

High School (grades 9-12)

The high school program is designed to prepare students for college. The major subjects are Bible, math, social studies, science, and English. Students must take a minimum of six credits per year. There are two requirements for graduation, 1) earning the minimum number of credits in each category according to the following table, and 2) completing at least 10 hours of community service per year.

Some courses on the high school and middle school levels are given on an alternate year basis. A wide variety of electives are offered.

The following chart outlines the minimum graduation requirements.

Subject	College Prep
Bible	4
Language Arts	4
Social Studies	4
Math	3
Science	3
Phys. Ed./Health	1
Foreign Language	1
<u>Electives</u>	<u>1</u>
Total Credits	24

Alg. I and Geometry are required
Phy. Sci. and Biol. are required

Community Service

Students in grades 9-12 are required to complete at least 10 hours of community service each year that they are enrolled in RCA. The hours can be earned beginning with the first day of summer vacation through the last day of school the following year. Community service hours can be earned by helping in children's church, mowing the lawn for an elderly couple, working in vacation Bible school, etc. This requirement is not designed to be difficult but simply a reinforcement of looking for the needs of others as the Bible clearly teaches. Homeroom teachers will have proper forms for the recording of hours.

Grade Classification

Students in grades 9-12 are classified according to the number of semester credits earned:

Grade	Class	Credits Earned
9	Freshman	0-5.5
10	Sophomore	6-11.5
11	Junior	12-17.5
12	Senior	18+

Academic Grading Scale

A+	100	4.0
A	99-96	4.0
A-	95-93	3.7
B+	92-90	3.3
B	89-87	3.0
B-	86-84	2.7
C+	83-81	2.3

C	80-78	2.0
C-	77-75	1.7
D+	74-72	1.3
D	71-69	1.0
D-	68-66	0.7
F	65-0	0.0

Awards

A variety of awards are given each year for academics, athletics, and behavior. They are presented at the athletic banquet and end-of-year ceremonies.

Course Change

Secondary classes may be dropped or added only with administrative approval. All class changes must be made the first week of a semester. Any course dropped after that time will be recorded as an “F” unless such a change is recommended by the administration.

Homework Philosophy

Homework is a necessary part of each child’s education and is assigned on a regular basis to reinforce and practice classroom learning. Some assignments are made over longer periods of time to give experience in research, writing, reading, and reporting. Homework amount may vary from time to time, but effort is made to give assignments in moderation to allow for proper family time, social activity, and physical development. The goal is for a student to have ten minutes of homework per grade level per night (eg., 3rd grade = 30 minutes). Parents should oversee these assignments nightly. No homework is given on Wednesdays or due on Thursday as many students participate in church youth activities.

Report Cards and Grades

Our reporting system is designed to give parents and students an indication of the progress that is being made. Students are graded on their academic subjects. Parents and students have daily access to grades through ParentsWeb. A progress report will be available at the midpoint of each quarter. Report card evaluations will be issued online following each quarter. The final grade is based upon the work done on homework, projects, quizzes, and tests.

Promotion/Retention Policy

Elementary/Middle School Students

Any student receiving three “D’s” for the second semester in academic subjects could be promoted after he/she completes school-approved summer school. Any student who receives two “F’s” will be promoted if one is passed in summer school. Any student receiving an “F” in three academic subjects, including math and either reading or English, is automatically retained.

Textbooks

Each textbook assigned by the school to a student is his or her responsibility throughout the year, and it is expected that each textbook loaned will be returned in the same condition as it was loaned, with allowance for normal wear. Fines will be assessed for bindings that are broken, torn pages, non-erasable writing, damaged covers, etc.

SCHOOL PROCEDURES

School Attendance

Regular attendance at school is absolutely essential to the progress of a student. This is necessary to keep up with the daily work and to conform to state laws. Every effort should be made to be in school every day on time. Students who miss more than 10% of the school days are considered habitually truant by Illinois law. Students will generally receive an excused absence for days that they miss school that are excused by the parents/guardians. Normally this would be for an illness, medical appointment, death in the family, etc.

Students are expected to be on time to homeroom, for each class, for chapel, and for school functions every day. Flexibility is given on days of inclement weather. Elementary (kindergarten-5th grade) parents should accompany their tardy student(s) to the office to sign them in for the day. Secondary students must report to the office to sign in and obtain a pass to class upon their arrival.

Absences: Written Notification

Every non-school initiated absence will require written notification from the parent/guardian explaining the absence. Please call the day of the absence and send a note to the school office on the day of return.

Effect of Absences on After-school Activities

Student-athletes must be present for at least four class periods in order to participate in after-school activities.

Family Requests to Miss School

Please recognize that we have built into our school schedule sufficient opportunities for families to plan for extended times together. We do understand that occasionally important family situations arise that may require missing school. We ask that students not be absent the first or last week of a semester, or during achievement testing week.

If it is absolutely necessary that you take your child out of school during the school year, please send written notification to the school office at least one week in advance. All homework assignments are available on ParentsWeb.

Early Dismissal

In the case of an early dismissal, a parent must call or send a note to the school office indicating the time and an explanation. When picking up your child for an early dismissal, please come to the school office and sign your child out, and office

personnel will call his/her room indicating that it is time to go. Students are not allowed to just sign out at the office and leave without the office having obtained permission from a parent.

Make-up Work

It is the student's responsibility to check ParentsWeb either before they leave for an absence (if possible) or immediately upon their return to get all missed assignments. Students with an email address can have direct access to class assignments and general school information

Students will receive one day for every day missed to make up the work that was assigned while that student was absent. Any homework, tests, quizzes, or projects assigned prior to the absence is due on the due date or the day the student returns to school. Any work, tests, quizzes, or projects not made up on the amended due date will have 10% taken off the final grade for each day late.

Students with unexcused absences from school have the same time frame to make up the assigned homework, tests, quizzes, and projects but will receive 20% off of all final grades. If this work is not made up by the amended due date, there will be an additional 10% off. However, students who miss school without parental knowledge and permission will receive a zero for each assignment, quiz, or test missed.

Extended Care

Safety is a major priority at RCA. We want our students to be supervised at all times while on school grounds. Students who arrive from 7:00 a.m. and prior to 8:00 a.m. should proceed immediately to the elementary lunch room where a faculty member will supervise them until the proper dismissal to their classrooms.

Every student needs to be picked up by 3:15 p.m. or go into after-school care (preschool through 12th grade). There are no exceptions to this policy. Our after-school care is available until 5:30 p.m.

An "E-Pass" offers a 10% discount for families who daily use Extended Care. An E-Pass is available for either the morning or afternoon. They need to be purchased before the beginning of the school year.

Emergency School Closing

A severe storm or other emergency may require school to be closed. A decision to close school for an entire day or for a two-hour delay is generally made by 6:00 a.m. Parents also be notified directly with a phone call, email, and text message. Parents can also visit our school's website at www.romeovillechristian.org or visit

www.emergencyclosings.com. The RCA information is also listed on local radio and television stations.

Spiritual Enrichment

Homeroom

Each morning will begin with a challenge from God's Word and a time of prayer. Teachers will take attendance during this time.

Daily Bible Classes

Every student attends a Bible class. Each grade's curriculum varies in order to give the student a well-rounded Bible knowledge and the ability to apply biblical concepts to their lives.

Bible Memorization

Students should expect to memorize Bible verses, in Bible class and other classes.

Weekly Chapel

Chapel is held once a week for the entire student body. Area pastors, school and church staff members, special speakers, and Christian films are used to give a variety to the program. Special meetings are held from time to time with missionaries, evangelists, or other speakers. Chapel is provided for the spiritual growth of both faculty members and students alike.

Dating Relationships

Romeoville Christian Academy is co-educational, operating on the premise that is wholesome for boys and girls to develop many friendships during school years. Dating among students is neither encouraged nor discouraged by the school. We believe Christians ought to only date other Christians and follow the biblical principles of not practicing a promiscuous lifestyle or practicing a homosexual relationship (I Corinthians 6:9-10). Both of these actions would result in immediate expulsion. We believe that parents should play a large role in monitoring their children's dating life. However, RCA sets the following guidelines:

1. No couples may be alone on any part of the school grounds, inside or outside of buildings.
2. There is to be no physical contact or touching between students on the school/church grounds or at any ministry related activity, even "as friends."
3. Students are not to attend any other school's proms or dances.

Home-School Communication

Kingsmen Konnection

A weekly email is sent to all parents and other interested parties. This email contains not only school events but also information on programs and policies that are important to the parents and students.

Parent-Student Orientation

This meeting is vital to getting the school year off to a great start. Procedural information will be given out, P.E. uniforms sold, lunch order information given, and tuition balances taken care of. We also give an opportunity for students, parents, and teachers to meet each other and become familiar with the classroom.

Parent-Teacher Fellowships

Valuable help will be given at Parent-Teacher Fellowship Meetings. Vital policies to the consistent training of your child will be discussed. The general objectives of these meetings are to provide an opportunity for parents and teachers to fellowship with each other and to provide parents with an opportunity to see the achievements of the students. Also there might be opportunities to see various students and classes perform in a planned program. These meetings can acquaint the parent with the philosophy of Christian education and the curriculum of the school.

Parent-Teacher Conferences

The involvement of the parents and guardians is very important in the educational process as they work together with the school to see growth in the student. Specific times are set aside for parent-teacher conferences. The teachers are always eager to visit with parents at other scheduled times.

Lost and Found

Lost and found articles are stored for a period of one month. Items not claimed within that time will be donated to a local charity. Items can be redeemed for \$0.25 (grades K-2) and \$0.50 (grades 3-12).

Lunch Program

Hot lunches are available every day. Students may bring a lunch from home. Pop, juice, and candy may be purchased daily in the vending machines. Please check the monthly lunch menu for the meals and pricing. Families cannot have a negative balance of more than \$10.00 on their lunch account.

Phone Usage

Students can use the office phones before and after school or during lunch by permission from the office. Student cell phones must be turned off and be left in one's vehicle or locker during the school day from 8:00 a.m. to 3:00 p.m. They will be confiscated if seen and/or turned on. A student can use their cell phone if given permission from a staff member.

School Safety

Car Pooling Safety

If someone other than a parent will be picking up a child, please inform the school office in writing. We want to take every precaution in the protection of your child. RCA is not responsible for the health and safety of the students being transported to or from school.

Closed Campus

Romeoville Christian Academy has a "closed campus" policy. This simply means that attendance at school is required from the start of classes to the regular dismissal time, regardless of the free periods a student may have. All people wishing to visit the campus must first come to the school office. School personnel may accompany visitors around the school.

Insurance

The school requires the purchase of student accident insurance, which is included in the Student Fee charged to each student. This will cover accidents that take place during school hours, on the school property, and to, from and at any school-sponsored activity. RCA does not have insurance coverage for students before or after school, or in transit to and from school. Student property is not covered from loss, theft, or damage while at school.

Loitering

Loitering in corridors, washrooms, and parking lots is prohibited. A student is expected to be in assigned areas during the student's scheduled school day. Any student in the hall must produce a hall pass.

Safety Drills

Safety drills for the possibility of tornadoes, building fires, and intruders are periodically done throughout the school year to ensure the safety of your child. Procedures for these drills will be thoroughly explained at the beginning of the school year.

Search and Seizures

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, desks, storage areas or student automobiles if the administration believes the student to be involved in unlawful behavior. The school may seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy, the term “unauthorized” means any item dangerous to the health and safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student. A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate dispositions.

Solicitation

Soliciting is forbidden at Romeoville Christian Academy without the permission of the administration. This includes the selling of tickets, candy, etc. and the distribution of political materials or the circulation of petitions.

Prohibited Articles

The school has a “no tolerance” policy for bringing weapons to school or threatening either students or teachers. Prohibited articles that are considered weapons include but not limited to the following: knives, guns, fire crackers, and explosives. Also, the following articles are not permitted at school or at activities sponsored by the school: tobacco products, alcoholic beverages, illegal drugs, obscene or questionable literature, or anything that creates a negative atmosphere. Any prohibited items that have been brought to any class, including any toys and video games, will be confiscated and brought to the office and must be retrieved by a parent.

Visitors

In order to provide uninterrupted instruction, we ask that classroom visits be scheduled in advance through the school office. Office staff would be happy to escort visitors around the school. Please call the school office to set up an appointment if you are interested. Students wishing to bring an out-of-town visitor to school must submit a written request, signed by their parents one day in advance of the visit.

Online Safety Policies

Internet usage can be incredibly helpful but also extremely dangerous. Even the mainstream media has reported on the dangers of online blogging sites. The following rules have been set up for RCA students using online sites such as Facebook.com and other similar Internet sites. The content, profiles, pictures, and correspondence on student’s personal sites can and will be used against them when it comes to their

enrollment at RCA. The following should not be on a site: swearing or inappropriate slang of any kind, immodest or sexually suggestive pictures or pictures of inappropriate physical contact between people, any disrespectful wording about parents, home, church, or school, unwise answering of profile questionnaires, etc.

Student Driving Policies

The parking lot speed limit is 15 mph. Any student who demonstrates carelessness will have his/her permission to drive to school taken away. As soon as students arrive at school in a car driven by a student driver, they must leave and go to the building. Students without school office permission should not be in the student parking areas during school hours. Cars should be locked when in the parking lot. RCA is not liable for accidents, etc. on the commute to or from school. Students cannot leave the school property during the day without parental permission. Also, no student can ride with another student or that student's parents without permission from his/her parents.

Student Appearance and Dress

We ask that all of our students dress in a conservative manner that will glorify the Lord. The administration reserves the right to determine what is acceptable or unacceptable in matters of appearance. Clothing and hairstyles that are considered outlandish or disruptive in the classroom will be dealt with as unacceptable dress. We believe strongly in the principle of modesty in all situations. Any student who wears unacceptable clothes to school will be sent to the school office to wait for a parent to bring them an outfit acceptable for class or to take them home for the day. Students are to stay in school dress until they leave to go home except for those staying for athletics practice.

Physical Education Dress Code (6th-12th grades)

Both boys and girls in grades 6-12 are required to wear an RCA physical education uniform. These can be purchased from the school office at the beginning of the year. Blue sweatpants can be worn in lieu of the uniform shorts.

Casual Days

Periodically throughout the school year RCA participates in "Casual" Days. These are fundraisers that help fund special things for RCA. Students are allowed to wear blue jeans, T-shirts, and sweatshirts. The jeans must be loose fitting, without holes, and not be frayed in any way. All shirts and sweatshirts must not have inappropriate writing on them.

Programs, Graduation, Plays, etc., Guidelines

Girls – dresses shall be at least to the top of the knee and tops should be no lower in the front than four fingers width from collarbone. Even if covered, no sleeveless/backless dresses will be allowed unless cover is attached.

Boys – should meet school standards as to appropriateness, hairstyles, and jewelry.

Student spectators should be in regular school dress.

Penalties will include: (1) Calling parents for a change of clothing while waiting in the office, (2) receiving demerits/detentions for offense, (3) upon three offenses the student must order clothing from uniform company for remainder of semester.

Withdrawing Students

Withdrawals from the school must be made in person through the school administrator. The proper withdrawal form must be completed. It is understood that the tuition is due and payable until the school office has been given the completed withdrawal form. Students having attended one day or more of any month will owe the full month's tuition. No tuition or fee is refundable if the student is voluntarily withdrawing. School records will be released when all bills are paid and textbooks and other materials are returned.

EXTRACURRICULAR ACTIVITIES

RCA offers some outstanding opportunities for students to be involved in extra-curricular activities.

Fine Arts

Many students in elementary and middle school at RCA participate in art classes, choir, band, and in various music lessons. Both the choir and individuals are able to represent Romeoville Christian Academy in the Illinois Association of Christian Schools' fine arts tournament. High school winners may go on to the national competition for the American Association of Christian Schools.

Sports Program

Romeoville Christian Academy plays an active inter-scholastic sports program. The Kingsmen compete in boys' soccer, girls' volleyball, boys' basketball, and girls' basketball. Student athletes are expected to demonstrate a good Christian testimony at all times and maintain the required grade point average.

All students participating in RCA sports are required to have a satisfactory physical examination before beginning practice. Athletes are encouraged to take the examination after June 1 so that they will be covered for all athletic seasons.

Student eligibility will be determined by grades from the previous quarter. Students must have at least a "C-" average and no "Fs". After 4 ½ weeks of each quarter, all ineligible students will have their grades checked in order to allow those newly passing students the ability to become eligible. If the student is still ineligible after 4 ½ weeks, he or she will remain with that status until the following quarter. All new students in our school will have one semester for academic adjustment and will not be ineligible their first semester of attendance at RCA. Fourth quarter grades determine eligibility for the first quarter of the following year.

Academic Competition

Upper elementary through high school may participate in a statewide competition in various academic subjects. There is also competition in various Bible and preaching categories, instrumental and vocal music areas, as well as competition in a number of speech and drama categories. High school winners may go on to the national competition for the American Association of Christian Schools.

Bible Quiz

RCA students in grades 4-12 may participate in the competitive activity of Bible Quiz. Students compete in preliminary tournaments as well as the Illinois Association of Christian Schools tournament.

Field Trips

Field trips are taken at various times during the school year to places of educational interest. The Romeoville and surrounding Chicagoland areas have many places of special interest and benefit for students.

Student Activities

Students who participate in bands, choirs, athletic teams, plays, or any other special program groups at RCA are required to attend all functions in which their group participates.

Senior Class Activities

Graduation Policies

The selection of valedictorian and salutatorian will be based solely on the National Association of Secondary School Principal's weighing scale for non-academic and academic subjects. Grades will be considered through the first semester of the senior year (at the discretion of the administration, the third quarter grades will be evaluated in cases of similar GPA's). A student must be at RCA for at least four semesters in order to be eligible for either of these awards. Students will be permitted to march in the commencement exercises if they have paid their school bill in full and they lack less than one credit for graduation. Arrangements must also have been made to earn this credit in an approved credit restoration program

Senior Trip

RCA encourages each senior class to raise money for a class trip. The destination and time of the trip require approval of the administration. Each trip must include an educational, ministry, or historical component.

Fundraising

RCA conducts two large student fundraisers per year. These fundraisers could include candy sales, catalog orders, etc.. Prizes and cash are given for individual and/or class involvement depending on the fundraiser. Smaller fundraisers could include the collections of box tops, Campbell soup labels, etc. Money raised goes for a variety of special school projects.

STUDENT CONDUCT

Discipline Philosophy

RCA rules are designed to help in the achievement of our ultimate purpose: to give a quality education in a Christian environment so that our children will become Christ-like and productive citizens. Parents and teachers work together to achieve this purpose.

Student Behavior and Parental Response

Romeoville Christian Academy provides an environment conducive to the academic and spiritual development of young people. Students are expected to abide by these standards throughout their enrollment. Romeoville Christian Academy expects that a student be above reproach, showing respect to God, country, family, faculty, and fellow students. Any student found to be out of harmony with the RCA ideals of work and life may be asked to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

The student's activities off-campus are important in developing and maintaining a good testimony. Every student is expected to avoid involving himself in activities that are not in harmony with the philosophy and standards maintained by the Academy.

All students are to do their best to maintain a Christ-like attitude at all times. Constant or repeated complaining or negative demeanor will not be tolerated. No student will be permitted to ridicule or mock school rules or personnel. Making light of Bible classes, Chapel, or guest speakers is always unacceptable. If improper attitudes persist, probation, suspension, or expulsion could result.

Orderliness Procedures

Basic Classroom Rules

At Romeoville Christian Academy, these fundamental rules must be followed:

(1) Students will not speak out in class without permission, (2) Students will not be out of their seat without permission, (3) Students will always be respectful and obedient to authority, and (4) Students will follow instructions carefully.

Ball Game Behavior

Kingsmen fans are vocal but positive. Please maintain a Christ-like attitude in your actions and reactions. Refrain from negative comments and gestures to players, officials, and other fans while attending RCA athletic contests.

Locker and Personal Property

Some grades will be assigned a locker, which is the property of RCA. Therefore, the items that are placed in the lockers are under the control of the school. Announced or unannounced locker checks may be performed at any time. Students are asked to keep their lockers neat at all times. No objectionable pictures, photos, logos, or posters may be hung in the lockers. The decision of appropriateness is left to the administration.

All personal property of value should be identifiable in some manner. If you lose something, notify the office; if you find something, turn it in to the office. RCA is not responsible for any lost, stolen, or damaged personal property.

Lunchroom Behavior

It is very important that orderliness and manners be observed during the lunch period. Students may not leave the lunchroom without a pass. All students are to stay seated unless they are buying food at the counter or throwing away their trash.

Music Policy

Music has a profound effect on each of our lives. Students must listen to music that has a positive influence on them, that glorifies the Lord Jesus Christ and not the flesh, and that encourages them to do right.

Playground Rules

The following rules have been implemented for the safety and general welfare of our students:

1. Students are responsible to stay within the sight of the teacher on playground duty at all times.
2. Students must not enter or cross a street without permission from the teacher on playground duty.
3. Students must refrain from throwing objects.
4. Students must stay out of the shrubbery and flowerbeds.
5. Secondary students must stay off the playground.
6. Fighting will not be tolerated on school property and will be dealt with harshly.

Inappropriate Language/Vulgarity

The use of foul or vulgar language, either in jest, anger, or absent-mindedness and the use of suggestive remarks or actions will be dealt with firmly. Suspensions and expulsion may result with repeated offenses.

Gum, Candy, Food, and Beverage

Because of the problems gum chewing can cause, students are not to chew gum at any time in the school buildings. No food or drink should be consumed outside the

lunchroom (exceptions occur for concession stand goods sold during events in the gym, classroom parties, etc.).

Physical Contact

We ask that all students minimize contact with other students no matter the gender or the reason.

Elementary Discipline System

Each elementary (K3-5th) class must maintain the basic classroom rules, which are spelled out in this handbook. Each teacher has developed a certain disciplinary system with possible results of lost recess, writing assignments, extra homework, etc. However, there are extreme occasions when a teacher needs to send a student to the administrator’s office. These offenses could include fighting, disrespect, uncontrollable classroom behavior, or offensive actions.

This system will be used on a semester basis for the elementary school:

Daily Offenses	Discipline Taken
1 st Offense	Warning
2 nd Offense	5-minutes from recess
3 rd Offense	10-minutes from recess, no prizes, and note sent home
4 th Offense	10-minutes from recess, no prizes, note sent home, and requested punishment at home for reinforcement
5 th Offense	Counseling by office and a call home to parents
6 th Offense	Office referral to Administrator’s Office added to permanent record

Office Referrals	Discipline Taken (Per Quarter)
1 st Offense	Counseling and sit in office for rest of the day or pick-up
2 nd Offense	Counseling, contact parents for immediate pick-up
3 rd Offense	Counseling, immediate pick-up & schedule conference with School Administrator, teacher, and parents
4 th Offense	1-day out-of-school suspension
5 th Offense	3-day out-of-school suspension
6 th Offense	Expulsion from school

Secondary Discipline System

Detention/Suspension/Expulsion System

Category 1 Offenses- Discipline can range from verbal or written warnings to a 1-hour after school detention. Under normal circumstances the parents will be notified

by a written warning. After a detention is given, similar infractions will result in a detention.

Offenses include (but not limited to):

Tardy to class/school	Failure to follow directions
Loitering in the halls	Unprepared for class
Talking/note passing	Dress code infractions
Horseplay	Music infraction
Candy, food, gum	Littering
Prohibited item in school	

Category 2 Offenses – Automatic 1-hour after-school detention with possible multi-hour detention given by the teacher. A suspension may be given by the administrator.

Offenses include (but are not limited to):

Disrespect	Disobedience
Physical contact (minor)	Homework cheating (plus a zero grade)
Computer lab/internet infraction	Vulgarity
Innapropriate language	Defacing/tampering with property
Lying	Peer bullying/verbal assault

Category 3 Offenses-Automatic one-day suspension with possible multi-day suspension given by the administrator

Offenses include (but not limited to):

Peer bullying/fighting	Stealing
Leaving school (no permission)	Quiz/Test Cheating (plus zero grade)

Category 4 Offenses-Based on administrative review, penalties may range from a two-day suspension to immediate expulsion. This applies to incidents at or away from school.

Offenses include (but are not limited to):

Peer bullying/fighting	Tobacco/Alcohol infraction
Defacing/tampering with property	Lewd material/pornography
Drug infraction	Immoral behavior
Weapon on school grounds	Arrested

Procedural Specifics

All detentions last until 4:00 p.m.

Teachers will schedule their own detentions, either one-day a week or the next day. Teachers have the freedom to issue a writing assignment in lieu of a detention.

Athletes will have to handle the consequences of missing a portion of practice.

Students who have been expelled or asked to withdraw are not allowed to attend any school function for the remainder of that school year.

COLLEGE/CAREER INFORMATION

College/Career Counseling

Our pastors, faculty, and staff are happy to assist in any way possible in order to answer any questions a student may have and give sound counseling and advice. The administrator will meet with juniors and seniors to discuss their future plans. Sourcebooks, various college catalogs, and other information can be obtained through the school office.

College Representatives

Periodically representatives, groups, and recruiters from various colleges will visit our school to inform students about the opportunities of their particular college. This will give our young people information to help them find God's will for their future.

Selective Service

By law, all young men within 30 days of their 18th birthday must register with Selective Service.

Working Permit

Working permits and accompanying forms can be obtained from the school office.